



Quick Guide for Class D Multipurpose Facility (DX)

As a Multipurpose Facility you must operate on a regular schedule and may serve food, serve alcoholic beverages, and provide music and dancing. Unlike most other establishments, a Class DX licensee may have entertainment, dancing, or charge a cover without an Entertainment Endorsement. You are not permitted to allow nude performers unless you received Board approval prior to December 15, 1993. You must provide a security plan to the ABC Board at both the time of your initial application and at renewal. *You may only hold an on-premises Retailer's License, Class C or D, or a Caterer's License.*

Hours

A Retailer's Class D Multipurpose Facility License may sell or serve beer and wine on premises any day or time except between the following hours (unless a Board order or a voluntary agreement states otherwise):

- ? **2:00 a.m. and 8:00 a.m.**, Monday through Friday
- ? **3:00 a.m. and 8:00 a.m.**, Saturday
- ? **3:00 a.m. and 10:00 a.m.**, Sunday

On January 1st, the licensee may sell or serve alcoholic beverages until 4:00 a.m.

ABC Manager or Owner

An owner or ABC manager *must* be on the premises at all times when alcoholic beverages are being sold, delivered, or consumed. The manager *must* carry their manager's license upon his or her person and must exhibit the license, upon request, to any member of the Board, employee of the Board, or member of the Metropolitan Police Department.

Conspicuous Postings

ABC Licenses must be framed under glass. Please note that your license is renewable every three (3) years beginning September 30, 2010. Payment can be made in full or in yearly increments.

If a **voluntary agreement** is a part of the license, the licensee must have a copy of the voluntary agreement accessible to any member of the public, official of ABRA, or officer of the Metropolitan Police Department upon request. You must follow the conditions of your VA, security plan and Board Order.

The licensee *must* post on the front window or front door of the licensee's premises, the **correct name** or names of the licensee or licensees and the **class** and **number** of the license in plain and legible lettering not less than one inch nor more than 1.25 inches in height.

The licensee *must* conspicuously post the **two signs** which ABRA provides:



Signs

You may not have exterior signs advertising alcoholic beverages, which signs have a total cumulative area in the aggregate in excess of 10 square feet.

You may have illuminated signs advertising alcoholic beverages during your approved hours of sales. However, these signs cannot contain intermittent flashes of light.

Endorsement Requirements

ABC Board approval is necessary for the following:

- ? Sidewalk café
- ? Summer garden
- ? Brew Pub

Please note that you are not permitted to transfer responsibility for security to a third party or promoter. This would constitute a primary tier violation under D.C. Official Code § 25-830(c)(1).

Invoices

Invoices must be kept and maintained on the premises for a period of three (3) years to include adequate books and records showing all sales, purchase invoices, delivery slips which adequately and fully reflect all purchases, sales, and deliveries of all alcoholic beverages, except beer, made to it, and dispositions, date and quantity of purchase, name, address, and phone number of the wholesaler and or vendor with the original invoice; All invoices and delivery slips and all importation permits after cancellation, must be systematically filed and maintained for a period of three (3) years from date of delivery and must show a true, accurate and complete statement of terms and conditions on which each purchase was made.

You may request permission from the ABC Board to maintain your original invoices outside of the District of Columbia upon a determination by the Board that good cause exists. However, duplicate invoices must be maintained in the District of Columbia at either the licensed premises or a location approved by the Board.

Purchase of Alcohol

You are required to purchase all alcoholic beverages from a DC wholesaler. There is an exception which allows you to purchase alcohol from someone other than a DC wholesaler if you certify that the product is not available or if a DC wholesaler cannot provide the quantity that you are requesting and you obtain an Importation Permit.

Importation Permit

You must apply for an Importation Permit if you determine that a DC wholesaler cannot provide you with the alcohol product that you wish to purchase. You must certify this request in writing. The permit must, immediately upon receipt of the alcoholic beverages by your establishment, be marked "canceled" by you.

Off-Premises Storage

You may apply for an off-premises storage permit to store alcoholic beverages at another facility other than your establishment.

Corking Fee

A patron is permitted to bring to and consume an alcoholic beverage into your location. You are permitted to charge a corking fee not to exceed twenty five dollars (\$25).

One-day Substantial Change

You must file a one-day substantial change application requesting the ABC Board to grant you permission to extend your operating, service or entertainment hours, to extend your service area for a specific event or to temporarily allow you to have entertainment if you do not have an entertainment endorsement. The Board will only grant six (6) substantial changes in a calendar year. All substantial changes must be filed at least seven (7) days prior to the specific event and these requests are subject to Fact Finding hearings before the ABC Board.

Sale to Minors

ABRA is conducting compliance checks using minors to enter your establishment and attempt to purchase alcoholic beverages. The minors will be using their real ID that designates the minor is under the age of 21.

You should refuse to sell, serve, or deliver an alcoholic beverage to any person who, upon your request, fails to produce a valid identification document. Also, you should take steps reasonably necessary to ascertain whether any person to whom you sell, deliver, or serve an alcoholic beverage is of legal drinking age.

Bartenders

Bartenders must be 21 years old.

Back-Up Drinks

You may not sell a 'back-up drink', meaning if a customer has a partially consumed beverage in front of them, you should not serve them another alcoholic beverage. The prohibition against back-up drinks does not prevent the service of wine with a meal when a patron has not finished a previously served cocktail.

ABC Board Approval

ABC Board approval is needed for:

- ? Transfer of licenses
- ? Change of corporate officers
- ? Change of corporate structure
- ? Trade name
- ? Hours of operation or service for premises, sidewalk cafes, and summer gardens
- ? Sidewalk café or summer garden
- ? Increase use of space
- ? Storage facility

Violations

- ? Sale to Minors
- ? Not posting warning and current legal drinking age signs
- ? No ABC Manager on duty
- ? Posting and carrying of licenses on premises
- ? Restriction of hours of operation
- ? Transfer of ownership without Board approval
- ? Substantial changes without Board approval
- ? Failure to maintain or keep records or invoices
- ? Extend hours of operation without Board approval
- ? Violation of your voluntary agreement

You must allow ABRA investigators or MPD officers to enter your establishment without delay. Failure to comply may result in a revocation or suspension of your ABC license.

Suspensions

Note that if you are serving a suspension, all alcoholic beverages must be secured. Removal of suspension placards or selling alcoholic beverages during a suspension period may result in a more severe penalty.

Contact Us

Please visit ABRA's website at www.abra.dc.gov or contact ABRA for more specific details regarding information contained in this brochure at (202) 442-4423.